

# Facade Plan Check List

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

**Preliminary Site Plan Submission:** Submit two (2) 24'X36' black & white copies of a Preliminary Façade Plan.

**Site Plan Submission:** Submit three (3) 24'X36' color copies, two (2) 24'X36' black & white copies and an 11'X17' material sample board.

- ☐ Title block (located in the lower right hand corner) containing the proposed subdivision name with block and lot number, and preparation date
- ☐ Scale (appropriate for level of detail)
- ☐ Legend, if abbreviations or symbols are used
- ☐ Name, address and phone number of owner, applicant, surveyor, and architect
- ☐ Elevations of all four sides labeled North, East, South, and West with the front elevation designated as such
- ☐ Designate color and materials location on elevations. Provide manufacturer name for materials.
- ☐ Building outline with north arrow. Show reduction of site plan as a key.
- ☐ Materials calculations table showing for each elevation
  - Total surface area of each elevation
  - List of materials (including glazing) with square footage of each material per elevation and percentage of each material per elevation
- ☐ Building dimensions (length and width)
- ☐ Building height starting at grade level. Label the grade elevation at 0 feet. (If multiple heights are used, provide dimension for each)
- ☐ Provide estimated allowable wall mounted signage size for each elevation (show as a dashed box on the elevation)
- ☐ Add the following notes:

## **Façade Plan Notes**

- This Facade Plan is for conceptual purposes only. All building plans require review and approval by Development Services
  - All mechanical units shall be screened from public view as required by the Comprehensive Zoning Ordinance
  - When permitted, exposed utility boxes and conduits shall be painted to match the building
  - All signage areas and locations are subject to approval by Development Services
  - Roof access shall be provided internally, unless otherwise permitted by the Chief Building Official
- ☐ Cross sections of sight lines may be requested to verify screening of mechanical units.
  - ☐ A sample board with a **maximum size of 11" x 17"** shall be provided. The sample board shall include color and material samples to correspond to the Facade Plan. See attached sample of material board format. (See layout example)
  - ☐ Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements
  - ☐ For non-residential buildings, list the elements used on elevation as listed in Article 4, Section 11.02 (C).

Preparer's Signature \_\_\_\_\_